

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held virtually on **May 21, 2020 at 5:15 p.m.**

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ
DAVID RUNNING, JAYME SELLEN and JOHN VANDER LEEST

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES There was one modification to the agenda to move agenda item #5 to before agenda item #4. There were no additional changes to the agenda and it stands approved. **Motion** by Anderson, seconded by Running, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None. For this Virtual Meeting, the public may access this meeting via phone, internet and in person as described on the agenda. Public communication will only be one way (audio will go out to phone users, audio and video will go out to internet users, and in-person public attendees will have access to audio and video in the Brown County Central Library Auditorium).

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

Chosa reported that library accounts stopped accruing fines when the library shut down to the public but fines can be paid online. The budget is running 5% under budget on personnel and that could help cover revenue loss. There has not been much activity from donations. Revenue is short about \$15,000.

April 2020 donation report as follows:

Brown County Library
Gifts, Grants & Donations Report
April 2020

Gifts & Donations

04/13/20	M Joannes	\$ 100 00	General
04/13/20	E Browning	50 00	Memorial C Conway
04/29/20	Friends of Brown County Library	\$ 450 00	Constant Contact
04/29/20	M Zaborske	1,000 00	CL Programming
04/30/20			
04/30/20			
04/30/20			
	Total	\$ 1,600 00	

Donation Box	Month	YTD
04/01/20 Ashwaubenon	\$ -	\$ 88 00
04/01/20 Bookmobile	-	\$ 8 10
04/01/20 Central Children's	-	\$ 86 14
04/01/20 East	-	\$ 128 82
04/01/20 Denmark	-	\$ -
04/01/20 Kress	-	\$ 130 03
04/01/20 Pulaski	-	\$ 33 32
04/01/20 Southwest	-	\$ 22 22
04/01/20 Weyers/Hillard	-	\$ 214 95
04/01/20 Wrightstown	-	\$ 7 66
	Total	\$ - \$ 719 24

Federal & State Grants

\$ -
Total \$ -

FACILITIES UPDATE Beyler reported that a lot of time is being spent on preparing the facilities for when the libraries reopen including the installation of Plexiglas® barriers/sneeze guards, service desk modification, furniture being moved, and more. Running asked

about the drive up window. Everything but the microphone is functional. It is very sensitive and a solution to improve its quality is being worked on. Sugden mentioned that staff is looking at ways to keep the window operational in the future.

PERSONNEL UPDATE Rogers reported that Sarah and she are meeting with staff around the system virtually to keep them engaged and allow them to ask questions. Planning for reopening training including safety in the workplace, safe practices, and how that looks with patrons. Rogers is partnering with Karla Giraldez (Southwest and Ashwaubenon branch manager) to present compassionate accountability training with a COVID-19 focus.

A staff survey was conducted to collect ideas and concerns about what reopening looks like. That data is being considered as planning takes place.

Per county Human Resources, hiring is still on pause until a reopening plan is in place. The library has several open positions. Sue Wolf, a Cataloging Associate in Technical Services, is retiring on June 4 after 39 years.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that a calendar of virtual programs for the summer months is being scheduled; once-a-month programs at Titledown will be virtual and the virtual summer reading programs are in the final stages of development. The anticipated launch date is June 15.

DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY'S PHASED REOPENING

Sugden reported that a reopening plan is being developed in chapters (vs. phases). This and any plan has to be reviewed and approved by the county health department and Human Resources. DPI is expected to share in-depth information next week. Each of the plant chapters are small incremental steps forward. Chapter 1 allowed for contactless pickup; Chapter 2 expanded that pickup service to include the Southwest, Pulaski, East, and Wrightstown branches. Staff will be meet with the new Denmark High School principal to figure out a plan for Denmark now that we are able to use lobbies and entryways. This pickup service has been extremely popular - especially at Kress. Phones include high volume of calls messaging. It has been very successful all around.

Sugden has been candid with staff about reopening, acknowledging that no staff member has had the virus due to smart action and shared responsibilities. Everyone is eager to get going moving ahead safely. Some colleagues have expressed that the library should not open until there is a vaccine. That is not a possibility since the library is a public institution. They may be thinking about what their future holds and what a good fit is for them personally and professionally. The intent is to send a reopening document to the board at the end of next week.

Van Dyck asked if DPI is providing direction for reopening. We need to get people in the building especially for computer access – and job searching. Sugden is confident that staff can figure out progression while providing safe distancing for people at computers. Van Dyck asked about a date and noted that June 1 is being targeted to open county buildings – the NEW Zoo also plans a June reopening. Sugden replied that the reopening has to be smart and safe while keeping in mind that the pressure to open is going to grow. Looking at the next chapter, providing access to and help with computers is a goal.

The library recognizes the need to reopen and its responsibility to serve the public. Therefore, special attention is given to the statistics and public health office. The library will continue to move forward understanding that the community wants us to open. Some services may not be able to resume (large gatherings and programs).

Vander Leest commented that his department (court system) is getting Plexiglas®. That is an opportunity for protection. Beyer replied that plans are laid out for all service desks to include this barrier. Safety mechanisms need to be in place before letting people in. Sugden said staff would be required to wear masks. She has some trepidation about requiring patrons to wear masks. Staff is anxious about policing that and the library does not want to create situations like that for staff. Meli and Sellen both offered to share their plans and toolkits for businesses. It is important to remind people that public health is a number one priority. Rodriguez commented that the library is doing the right thing about planning how to open. Think about that these are not normal times. Patrons need to understand, through a new code of behavior, that expectations are for everybody.

Van Dyck, having a different mindset, wants to reopen as quickly as possible. The library is a public institution and similar to retail in some regard (dealing personally with individuals). He knows it can be difficult to manage but it is important to get open and provide whatever service we can – as close to normal. He also recognizes that some employees will have trepidation and some may not want to continue. It is unrealistic to think work cannot resume until there is a vaccine.

Running asked if Sugden has any contact with other counties and other libraries doing. Sugden has weekly meeting with other library directors (resource libraries) around the state and NELS library directors. All seem to be moving in the same way even though local governments have different approaches. Milwaukee is not opening for some time and Detroit PL is closed until September.

Statewide there is a shared frustration that there is a common plan. Some counties, depending on rate of infection, are moving differently.

Van Dyck commented that the Brown County Fair is watching what other fairs are doing. Parks are watching what other parks are doing. Somebody has to go first and then hope that things keep improving.

Van Dyck knows that revenue streams are a challenge, but to Rodriguez's point that things have to be different, supports spending more on security protocols if it makes staff more comfortable. The library may want to have someone in the building to deal with situations. Rodriguez agreed that it is good to think ahead and be proactive.

PRESIDENT'S REPORT There was question about O'Connor Connective and concerns about what happens when collected information is shared. Their work will establish branding and messaging to lead up to fundraising. HGA has to be on track. If we are to hit the ground running, we will have to have something to show. Need delivery on both OCC's and HGA's efforts at the same time. Sugden reported that not much has happened with HGA in the last three weeks but those who will participate in planning sessions (Annette, Brian from the Board) have been determined. Meeting dates will be worked on with HGA next week.

LIBRARY DIRECTOR'S REPORT Regarding the OCC project, O'Connor and team will be joining the board meeting in June. Sugden's focus really has been on leading the organization through planning and she noted admiration and appreciation of colleagues, Curt, Emily, Linda, and Sue for their intelligence and leadership. The sense she has from staff is that they feel safe and trust in how we are moving forward. There are 20% of staff on leave and this will affect and influence reopening.

OTHER BUSINESS Van Dyck thanked Sarah, staff, and the Board for attending online.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT Motion by Vander Leest, seconded by Meli, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 6:20 pm.

NEXT REGULAR MEETING (VIRTUAL):

June 18, 2020

5:15 p.m.

Respectfully submitted,

Sue Lagerman
Recording Secretary